

Baraboo Community Development Authority
Minutes of the Executive Committee
Thursday, February 21, 2018

The meeting was called to order by Chairperson Wastlund at 8:00 A.M. in Room 205, Baraboo Municipal Building, 101 South Blvd., Baraboo, WI 53913

1. Roll Call

Present: Wastlund, Fordham, Koehler

Absent: None

Staff: Patrick Cannon

2. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

3. Approval of Agenda

A motion was made to approve the Agenda with a change in the order of items listed under New Business

Fordham (1); Koehler (2)

Aye: All via voice vote

4. Approval of Minutes

December 4, 2018

A motion to approve the minutes as presented

Fordham (1); Wastlund (2)

Aye: All via voice vote

5. Public Comment

No one from the public wished to speak.

6. Old Business

A. Building progress update

Staff gave a brief update on outstanding items related to the construction project.

7. New Business

A. Consideration and discussion of Payment Request #19 for the Public Safety-City Hall facility in the amount of \$1,750.00

Staff reported that the close out of the project is almost complete. The invoices presented represent items that remained outstanding.

After careful review, the committee moved to approve Pay Request #19 in the amount of \$1,750.00.

Motion: To approve Pay Request #19 in the amount of \$1,750.00

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

B. Consideration and discussion of an automatic rent increase for Donahue Terrace Apartments.

Staff indicated that the CDA is eligible for a rate increase to the base rents at Donahue Terrace. The rent increase is calculated by the State. For residents not paying the full market rate, the increase will not adjust their monthly lease payments.

After careful review, the Committee moved to recommend the automatic rate increase for Donahue Terrace to the full board for consideration.

Motion: To recommend to the Board the automatic rate increase for Donahue Terrace at \$515.00 per month base rent.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

C. Consideration discussion of a Citizen Participation Plan for CDBG Programs

Staff noted that as part of the State CDBG CLOSE program, the City must apply for a grant to recover the money paid for the loan payments. Part of the requirements is to have an active Citizen Participation Plan. Currently, the City/CDA has a plan, however, the State asked us to update it.

After careful review, the Committee moved to recommend to the Board an updated Citizen Participation Plan.

Motion: To recommend to the Board approval of the updated Citizen Participation Plan

Koehler (1); Fordham (2)

Aye: All via voice vote

Nay: None

D. Consideration and discussion of Smoke Free Policy

Previously, staff had been directed to work with the City Attorney to review the Smoke Free Policy for CDA facilities. The Board was concerned that the policy did not allow for any flexibility for staff and that the rules also needed to be adjusted.

Staff indicated that they had reviewed the policy and made several adjustments for consideration. After careful review and discussion, the Committee moved to recommend to Board approval of the revised policy.

Motion: To recommend to the Board approval of the revised Smoke Free Policy.

Fordham (1); Koehler (2)

Aye: All via voice vote

Nay: None

E. Consideration and discussion of the Pet Policy

Based upon an earlier concern raised by several residents, The Board had directed staff to begin a review of the current policy. Staff recommended a few minor adjustments to the Policy.

However, the Board members felt that several parts of the current policy were in conflict. Therefore, a major re-write of the policy is warranted. Staff was then directed to begin a review of the policy to be reviewed by the Board.

No other action was taken.

Ms. Fordham leaves at 8:47 A.M.

8. Board Member Comments

No additional comments were made at this time

9. Adjournment

A motion was made to adjourn the meeting at 9:03 A.M.

Wastlund (1); Koehler (2)

Aye: All via voice vote

Approved by Executive Committee on:

Carolyn Wastlund, Chair

Patrick Cannon, Recorder